



# **Transportation and Property Management**

# GSA XcessXpress!

In April 2002, GSA introduced GSA XcessXpress, an initiative to streamline the property disposal process. This initiative is an answer to federal agencies' concerns that the existing property disposal screening process was longer than necessary, costing agencies additional resources by necessitating storage for excess property.

GSA XcessXpress compresses the traditional forty-two day screening process to one twenty-one day screening period and offers the benefit of allowing agencies to move remaining assets to sale more quickly. This new process involves simultaneous screening, with both excess and surplus customers screening all available property while it is excess. Surplus customers (donees) can still only receive property once it has been declared surplus at the completion of this twenty-one day period. This single screening period will still follow any established internal agency screening period.

GSA XcessXpress represents no change in screening for federal customers. It will eliminate the need for federal customers to manually prepare an SF122, fax it to an Area Property Officer (APO) for approval, and remove property all on one visit to a Defense Reutilization and Marketing Office (DRMO) or other turn-in point for excess property. The requirement for federal customers to use the Federal Disposal System (FEDS) and go to electronic freeze/transfer is now the same as for other customers. The turnaround time for federal agencies to

sign the transfer order and return to GSA for approval has also been reduced to assist in shortening the overall process.

GSA XcessXpress implements major changes for our donation customers, as it forces them to screen earlier in the process, which many of them have requested, and property allocations under GSA XcessXpress will now be made on the first workday following the Surplus Release Date (SRD) as opposed to the sixth day previously. The shortened turnaround time for processing transfer orders also applies to donation customers.

Implementation of GSA XcessXpress was simultaneous with the Department of Defense (DoD) re-implementation of a 14-day internal screening period. This internal screening period enables DoD activities to reutilize excess property without competing with all other federal agencies for DoD procured equipment. This makes the DoD process the same as all other federal agencies, with a formal internal screening period prior to reporting property to GSA as excess for screening and redistribution throughout the federal government. DoD activities interested in screening and acquiring excess property after the internal screening period will access FEDS to screen DoD generated excess as well as that available from other federal agencies. We anticipate these changes will stimulate growing interest from DoD activities in requesting access to and use of FEDS.

In an effort to meet the increased demand for FEDS access and simplify the process,

we have established a new FEDS Access mailbox at [fedsaccess@gsa.gov](mailto:fedsaccess@gsa.gov). Federal civilian agencies may request access via email from the ".gov" address after coordination with your National Utilization Officer (NUO) or designee. The access permission level for "Screen" or "Screen & Freeze" is determined by your NUO or designee at the time you request your access codes. State Agencies for Surplus Property (SASP) are issued "Screen & Freeze" access upon written request from the director. Donation customers "Screen Only" generic access codes are available through the SASP. DoD requests for "Freeze Access" must be from an Accountable Property Officer. The letter/email must state that the author is an Accountable Property Officer requesting access for other individuals and must be submitted on Activity letterhead or from a ".mil" email address. Requests for "Freeze Access" should also include address, phone number, email address and DODAAC. DoD customers "Screen Only" generic access codes have been established and are available for each Military Service.

For more information, visit our web site at [fss.gsa.gov/property/feds](http://fss.gsa.gov/property/feds) or call (703) 605-5610.

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***Put GSA to work for you!***

# Travel/Transportation and Property Training

## Regional Workshops

**I**nformative workshops covering travel, transportation and personal property management programs are offered to help you understand our programs and the advantages they provide.

The next workshop is scheduled in Chicago for July 30, 31 and August 1, 2002. Sessions have taken place in Atlanta and Philadelphia. Seminars are being planned for Fiscal Year 2003.

Please visit our Web site at [fss.gsa.gov/events](http://fss.gsa.gov/events) for details on the location, dates and agendas for these sessions or to register online at [fss.gsa.gov/events](http://fss.gsa.gov/events).

## Tailored Site Visits

By special request, we have a small staff for on-site training. We will review your policies, programs, and procedures for preparing, processing, and paying freight and passenger transportation bills. We can assess the accuracy, thoroughness and applicability of your agency's transportation procedures, and, if necessary, can conduct customized workshops on a variety of topics.

For more information, contact:

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Let GSA sell your excess property with this new state-of-the-art technology. **GSAAuctions™** allows for greater flexibility and speed in the property disposal process.

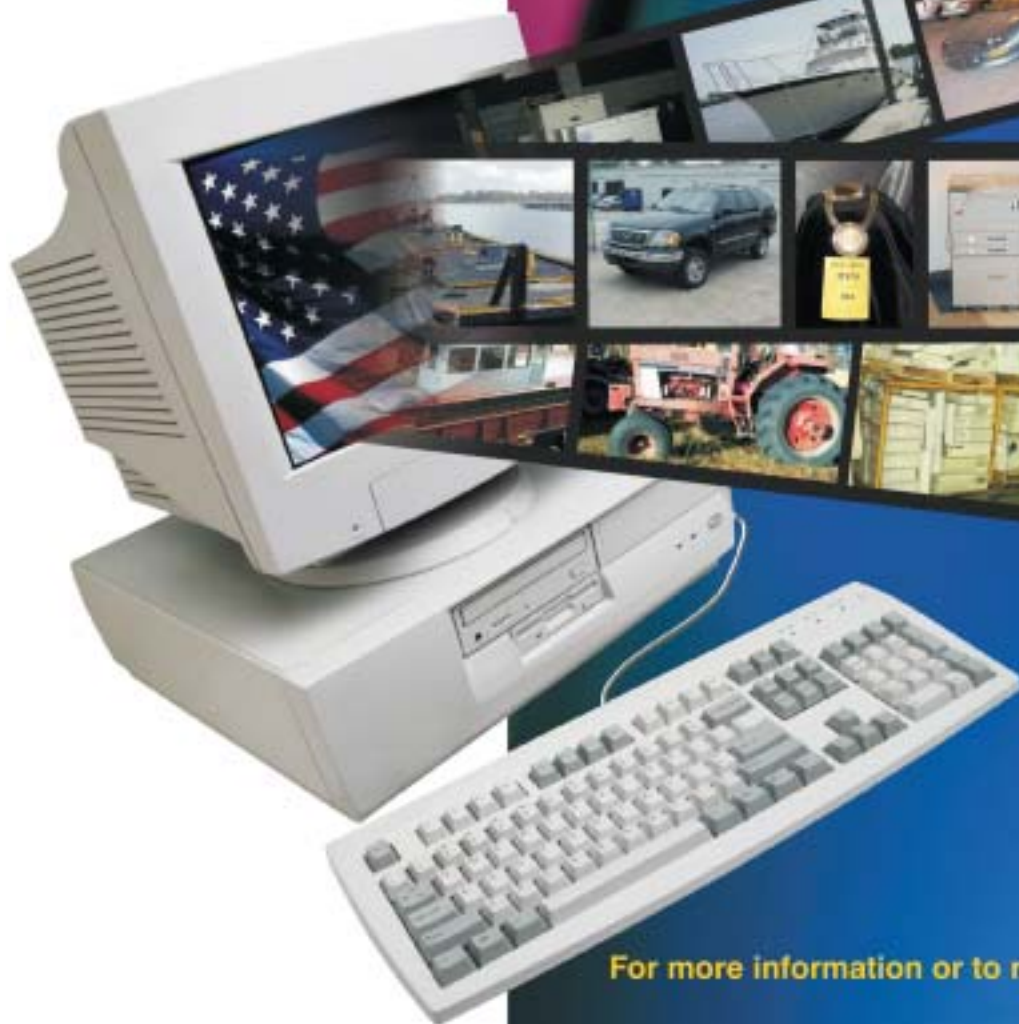
Viewers can bid on "live" on-line auctions, with lots of items within specified timeframes. We make it easy!

In the past, surplus sales have been conducted at regional locations utilizing traditional sales methods such as sealed bids and on-site auctions. This new on-line version allows GSA to offer assets located across the country to any interested buyer, regardless of location. In addition, we are able to access a larger segment of the general public, which should result in more competitive sales prices and a greater return for the Government.

## GSA Auctions™

[www.gsaauctions.gov](http://www.gsaauctions.gov)

getting rid of your  
excess property can't  
get any easier than this...



GSA wants your business!  
GSA will put the auction  
together, handle the contract  
administration and collect  
the money from the auction.  
All for you!

For more information or to register, call (703) 305-7240 or  
visit [www.gsaauctions.gov](http://www.gsaauctions.gov)

## Transportation Audits

### Reminder for all Federal Civilian and Military Agencies

The mandatory provision under, Public Law 105-264, Travel and Transportation Reform Act of 1998, states that you must have all your transportation billings audited prior to payment.

Schedule 872, Auditing Services and Financial Management Services, was merged into the Financial and Business Solutions (FABS) Schedule 520 effective April 1, 2002. Special Item Number 520 10, Transportation Audits, performs

administrative reviews and rate examinations on prepayment transportation bills to ensure accuracy, completeness, and compliance with established rates, tariffs, quotations, agreements, and tenders or other applicable rate authority.

The list of contractors that can perform a prepayment audit for your agency under this schedule is available by visiting [fss.gsa.gov/transaudits](http://fss.gsa.gov/transaudits).

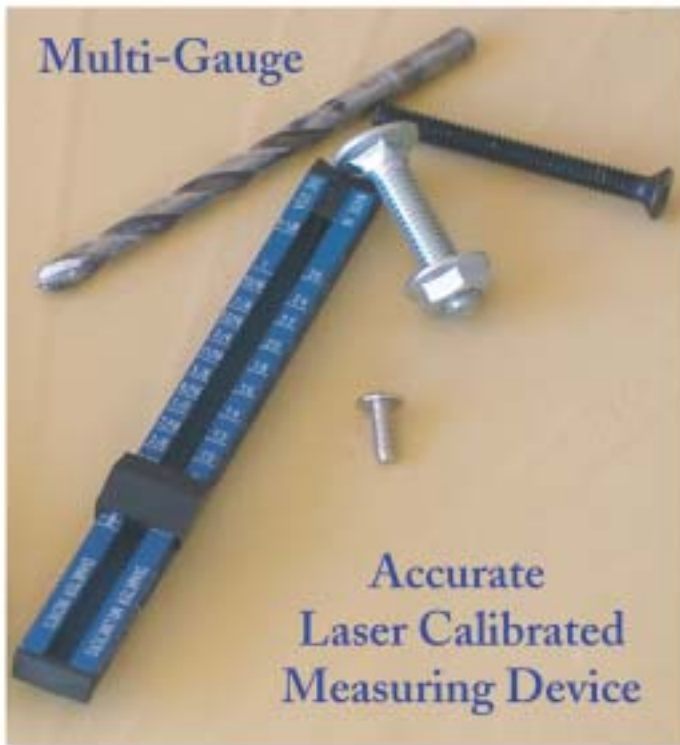
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## Specifically Designed for Efficient use of Time



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Special Item Number 612-099  
GS-06F-0036M  
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Made entirely in the USA

A small, hand held tool composed of an extruded, anodized, and laser calibrated/etched aluminum casing containing four hard plastic parts, together with a flexible carbon fiber/polyurethane strap.

### Multi-Gauge

The Multi-Gauge purpose is to allow the user to more accurately determine the diameter of nuts, bolts, drill bits, tubing and other round or semi-round products within its range of 1/16" to 1-1/8" and 4 to 28 millimeters.

The tool is used by placing its strap over the object to be measured and then tightening the strap around the object. The strap is tightened by moving a slide, attached to one end of the strap inside the aluminum housing. The size is determined by reading the leading edge of the slide. Light as an ink pen and clips handily in shirt pocket.

The tool can also be customized with different scales for applications such as measuring rivets or even certain medical uses such as physical therapist measuring swelling of joints.

There is nothing about the product that would get the attention of EPA or OSHA. Not affected by nor produces static, never needs to be recalibrated and carries a lifetime warranty.



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